



ACCESSORY DWELLING UNIT PERMIT SUBMITTAL CHECKLIST

Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All construction drawings must be drawn to an architectural scale (e.g. 1/4" = 1'), while site plans and civil drawings must be drawn to an engineering scale (e.g. 1" = 20').**

- ☐ **Permit Application**
- ☐ **Critical Areas Worksheet.** Note: a critical area report may be required if a critical area exists on or adjacent to the site and work is proposed outside the existing build area.
- ☐ **Please Review Accessory Dwelling Unit Criteria** (see attached).
- ☐ **Submittal Fee: Based on valuation. See Development Handout titled *Construction Permit Fees*.** Additional \$155.75 hourly rate, 1 hour minimum fee for ADU review required. Additional fees may be assessed based on the specifics of the proposal.
- ☐ **Certificate of Sewer Availability.** Required for all Accessory Dwelling Unit applications.
 - Ronald Wastewater District (206) 546-2494
 - The Highlands (206) 362-2100
- ☐ **Site Plans – two (2) copies (minimum size 11" x 17")** drawn to an engineering scale (e.g. 1" x 20')
 - Name, address, and phone number of the person who prepared the drawing.
 - Graphic scale and north arrow.
 - Property address and tax parcel number.
 - Location, identification, and dimension of all buildings and their uses.
 - All property lines with dimensions.
 - Building setbacks from all property lines.
 - Easements which are on the property, including utility, drainage, access, and open space, (Include the King County recording number for existing easements).
- ☐ Location and dimensions of existing/proposed parking spaces. Label parking for ADU and primary residence. End-to-end parking may not combine required parking for both units.
- ☐ If new building area or hardscape is proposed then all existing and proposed building footprint and hardscape area must be shown.
- ☐ **Notice on Title.** The city will prepare a notice to be recorded on the title of the property that will serve to notify future owners of this property that special conditions exist on the use of the unit. It is also a permanent notification that the following to be used in preparing this notice:
 - Site schematic – **One (1) copy, (maximum 8.5" x 11"), minimum 8 point font size and one inch margins, no shading**, not required to scale. At a minimum it should include the address, tax parcel number, property lines and buildings and label the primary residence and the ADU.
- ☐ **Living Area Calculations.** Floor plans of existing living space may be required.
 - Square footage of total living area of the primary residence.
 - Square footage of accessory dwelling unit.
- ☐ **Floor plans – two (2) copies** of each floor of the proposed ADU. Provide dimensions for all areas.
 - Label the uses of all rooms and show existing and proposed walls, windows, doors, plumbing, mechanical (heat systems and controls), and smoke and CO detectors.

Business Hours: M – F 8:00 a.m. to 5:00 p.m. ♦ Permit Processing Hours: M – F 8:00 a.m. to 4:00 p.m.

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2/2014

Bedroom egress and primary exit from the ADU must meet current building code.

- Show all utility panels and shut off locations.
- Building and wall sections.
- Fire-rated assemblies and penetrations with details and listings. Attached *ADU shall be separated from the primary residence by a one-hour fire rated*

assembly, or interconnected smoke alarms, or installation of residential fire sprinklers in accordance with NFPA 13D.

Additional Information:

1. See Residential Building Permit Submittal Checklist for additional submittal requirement information if an addition and/or new construction is proposed.
2. Complete 2012 *Washington State Energy Code compliance forms* if proposal includes conversion of unfinished space to habitable space.
3. Other Permits that may be required include: Mechanical, Plumbing, Electrical, Fire Sprinkler, and Right-of-Way Use.

Submittal Fees: \$155.75 hourly rate, 1 hour minimum. Please note that these fees are in effect beginnings 1/2014 and are subject to change. Additional fees may be assessed based on the specifics of the proposal. Additional review may be required for those sites with unique land use characteristics and/or critical areas.

All submittal items must be legible. No pencil drawings will be accepted. Number each plan page consecutively and *staple them together* with the site plan as your first sheet. Incomplete applications will not be accepted. Applications may not be accepted after 4:00 p.m.